

CODE: 1727
FLSA: NON-EXEMPT
GRADE:

TOWN OF VIENNA, VIRGINIA
JOB DESCRIPTION

JOB TITLE: DETECTIVE
CRIMINAL INVESTIGATION SECTION DIVISION
POLICE DEPARTMENT

GENERAL STATEMENT OF JOB

Under general supervision, performs law enforcement work conducting thorough criminal investigations and performs law enforcement duties to ensure the strict enforcement of State and local laws relating to public safety and welfare. Work involves performing specialized police work in the investigation of criminal offenses; analyzing facts to determine proper action within limits of standard procedure; maintaining regular public contact acquiring a high degree of tact, judgment, and technical knowledge; working alone often on an assigned shift using judgment in deciding course of action; examining crime scenes to obtain clues and gathering evidence; processing and supervising crime scenes; interacts with other law enforcement agencies and the prosecutor's office; assuming the identity of a buyer of stolen property or controlled substances; making undercover purchase and arresting the seller of the illegal item; conducting surveillance of known or suspected criminals or providing backup for other undercover agents; developing sources of information; locating and interviewing confidential informants; appearing in court to provide testimony pertaining to the facts and evidence of cases being prosecuted; obtaining and executing search and arrest warrants needed to collect additional evidence; operating a surveillance vehicle and electronic and photographic surveillance equipment; using foreign language skills in translations, investigations, and infiltrating foreign crime organizations; arresting persons believed to have violated criminal laws; preparing detailed investigative reports; using specialized knowledge, skills, and training of criminal matters especially those involved in criminal street gangs and criminal street gang members; coordinating schools and community organizations; providing training for police, government employees, and the public; and developing and maintaining intelligence on criminal street gangs and gang activity in Vienna. Employee works under stressful, high-risk conditions. Reports to the Sergeant.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Detectives perform law enforcement work conducting thorough criminal investigations and law enforcement duties according to assigned work and/or supervisor. Duties may include the following:

Protects life and property; investigates violations of law by applying Federal and State statutes to prosecute offenders; carries out investigations to prevent crimes or solve criminal cases.

Prepares detailed complex reports of new investigations and updating older cases; enters various information into different databases.

DETECTIVE

Works as an undercover agent/detective to meet with various targets of narcotic and other offenses; interviews witnesses to criminal acts, suspects, victims, informants, and others.

Interacts with citizens/complainants to gather information related to criminal offenses; prepares citizens for court testimony; develops sources of information; locates and interviews confidential informants.

Visits locations frequented by criminals to determine criminal habits, associates, characteristics, aliases, and other relevant information; appears in court to give testimony pertaining to the facts and evidence of cases.

Obtains and executes search and arrest warrants needed to collect additional evidence; prepares and maintains complete records of the history of each case.

Provides technical support to other investigative areas in the application of electronic and photographic equipment to criminal investigations.

Collects, evaluates, analyzes, and disseminates criminal intelligence information; examines crime scenes to gather physical evidence and other relevant information.

Packages evidence; performing surveillance, recording, taping, submitting, and approving all aspects of case related material.

Receives and/or reviews various records and reports such as complex bank and financial information, telephone wire intercepts, various government databases, Department of Motor Vehicle/VCIN/NCIN, various court documents, case reports, calls for service, interviews, and interrogation.

Prepares and/or processes various records and reports such as complex classified information, NCIC/VCIN/criminal histories, JABS Federal arrest databases, computer programs, eavesdropping reports/requests, case reports, and interview reports.

Refers to NADDIS database, various informational databases, Department of Motor Vehicle/VCIN/NCIC, United States Bureau of Prisons database, Accurint/Lexis Nexus/Choicepoint, case reports, Code books, court opinions policy and procedure manuals, codes / laws / regulations, publications and reference texts, etc.

Operates a vehicle and a variety of equipment such as firearms, body armor, radio, cell phone, personal computer, etc.

Uses a variety of tools such as handcuffs, digital camera, fingerprint kit, evidence collection kit, alternate light sources, dental stone, etc.; a variety of supplies such as paper, ammunition, Police forms, computer disks, pepper spray, legal pads, laboratory sheets, general office supplies, etc.; and a variety of computer software such as Department of Justice NADDIS database, VCIN/NCIC, Microsoft Windows, Special Operations Division, CAD/RMS, etc.

Interacts and communicates with various groups and individuals such as the Sergeant, Commonwealth Attorneys/defense attorneys, Federal and State judges, targets of criminal investigations, confidential informants, Police Officers, victims, and the general public.

DETECTIVE

ADDITIONAL JOB FUNCTIONS

Assists in police dispatch functions in the absence of dispatchers.

Performs file maintenance.

Performs copying, filing, organizing, faxing, packaging, and inspecting.

Conducting training and informational presentations for civic and citizen groups.

Assists in police department organized community events.

May remain on call as foreign language translator.

Attends in-service trainings.

Performs other related duties as required.

MINIMUM TRAINING AND EXPERIENCE

Requires a high school diploma or GED equivalent supplemented by three to four years of experience in law enforcement / criminal investigation; or any equivalent combination of education, training, and experience, which provides the required knowledge, skills, and abilities. Must have successfully completed required law enforcement courses and possess required law enforcement certifications. Must possess a valid State driver's license.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Tasks involve the ability to exert moderate, though not constant, physical effort, typically involving some combination of driving, walking, running, climbing and balancing, stooping, kneeling, crouching and crawling, and which involves the lifting, carrying, pushing and pulling of moderately heavy objects and materials (up to 50 pounds), and occasionally heavy objects (100 pounds or more). While performing police work, must be able to defend one's self from assault and to restrain suspects of varying weights.

Data Conception: Requires the ability to compare and or judge the readily observable functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

Interpersonal Communication: Requires the ability of speaking and/or signaling people to convey or exchange pertinent and vital information to co-workers. Includes the receiving of information and instructions from supervisor and the giving of assignments and directions to trainees.

Language Ability: Requires ability to read a variety of law books, maps, policy and procedure manuals, criminal records, etc. Requires the ability to prepare reports, correspondence, records, etc. with proper format, punctuation, spelling, and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control, and confidence.

DETECTIVE

Intelligence: Requires the ability to apply principles of logical thinking to define problems, collect data, establish facts and draw valid conclusions; to interpret an extensive variety of instructions in mathematical, written, oral, diagrammatic or schedule form; to deal with several abstract and concrete variables. Requires the ability to apply influence systems in officer training and supervision; to learn and understand relatively complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to primary occupation. Must have the ability to comprehend and interpret received information.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow and give verbal and written instructions. Must be able to communicate effectively and efficiently with persons of varying educational and cultural backgrounds and in a variety of technical and/or professional languages including law enforcement, training, etc.

Numerical Aptitude: Requires the ability to add and subtract totals, to multiply and divide, to determine percentages and decimals and to determine time. Must be able to use practical applications of fractions, percentages, ratio and proportion. Must be able to use practical applications of statistics.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape; identify degrees of similarity or difference in shades, forms, etc.; and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes using office machinery, firearms and other special equipment; to operate motor vehicles.

Manual Dexterity: Requires the ability to handle a variety of items, keyboards, office equipment, control knobs, buttons, switches, catches, firearms, etc. Must have significant levels of eye/hand/foot coordination.

Color Discrimination and Visual Acuity: Requires the ability to differentiate colors and shades of color; requires the visual acuity to determine depth perception, night vision, peripheral vision, inspection for small parts; preparing and analyzing written or computer data, etc.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress when confronted with emergency, unusual or dangerous situations. The worker may be subject to danger or risk to a significant degree, or to tension as a regular, consistent part of the job.

Physical Communications: Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

PERFORMANCE INDICATORS

Knowledge of Job: Has thorough knowledge of the methods, procedures, and policies of the Criminal Investigation Section Division of the Police Department as they pertain to the performance of duties of the Detective. Has considerable knowledge of the functions and interrelationships of the department, Town, and other governmental agencies. Has knowledge of the laws, ordinances, standards, and regulations pertaining to the specific duties and responsibilities of the position. Is able to offer training and assistance to co-workers and employees of other departments as required. Is able to make sound, educated decisions. Is able to take the initiative to complete the duties of the position without the need of direct supervision.

DETECTIVE

Is able to plan, organize, and prioritize daily assignments and work activities. Is able to work under stressful or dangerous conditions, often involving considerable personal risk or risk to others. Has knowledge of the structure, function, and inter-relationships of state and local law enforcement agencies. Has considerable knowledge of up-to-date law enforcement procedures. Has considerable knowledge of firearms, automotive, radio and other law enforcement equipment. Is skilled in the use of firearms. Has considerable knowledge of civil process procedures. Has considerable knowledge of legal rights of accused persons and law enforcement. Has considerable knowledge of criminal behavior and methods of operation. Is able to plan and conduct thorough, effective criminal investigations. Has thorough knowledge of investigative methods and procedures and rules of evidence. Has thorough knowledge of the methods used in the interrogation of witnesses and suspects and in the collection and preservation of evidence. Is able to conduct effective surveillance operations. Is able to deal courteously, yet firmly and effectively with the public in police situations. Is able to communicate effectively with a wide variety of public and private groups and is persuasive in such communication. Has knowledge of the layout of local roads and of the locations and characteristics of the various neighborhoods. Is able to work in uncomfortable and/or dangerous conditions as necessary, including excessive heat or cold, wetness and humidity, and exposure to noise, smoke, toxic agents, dusts, disease, machinery hazards, explosives, light intensity, electrical currents, and violence. Is able to learn and utilize new skills and information to improve job performance and efficiency. Has knowledge of modern office practices and technology; has skill in the use of computers for word and data processing. Has the mathematical ability to handle required calculations. Is able to read and interpret relatively complex materials pertaining to the responsibilities of the job. Is able to assemble and analyze information and make written reports and records in a concise, clear and effective manner. Has thorough knowledge of the terminology and various professional languages used within the department.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Writes accurate reports of events. Provides accurate oral description of events. Maintains weapons use proficiency via the maintenance of target practice skills. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interaction with internal and external entities with whom the position interacts.

Quantity of Work: Performs described Essential Functions and related assignments efficiently and effectively in order to produce quantity of work which consistently meets established standards and expectations. Patrols assigned area in vehicle. Collects and preserves evidence. Explains nature of complaints to offenders, witnesses and victims. Reviews information or criminal activity in area.

Dependability: Assumes responsibility for completing assigned work. Completes assigned work within deadlines in accordance with directives, policy, standards and prescribed procedures. Maintains accountability for assigned responsibilities in the technical, human and conceptual areas. Advises persons of constitutional rights. Ensures that assigned sectors are patrolled with diligence and resoluteness. Responds to law enforcement calls promptly and reliably. Requests emergency assistance for accidents.

Attendance: Attends and remains at work regularly and adheres to policies and procedures regarding absenteeism and tardiness. Provides adequate notice to higher management with respect to vacation time and leave requests.

DETECTIVE

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be accomplished, and initiates proper and acceptable action for the completion of work with a minimum of supervision and instruction. Uses initiative to investigate suspicious persons and vehicles.

Judgment: Exercises analytical judgment in areas of responsibility. Identifies issues or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to issues or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors, including the firing of weapons while on duty, the encountering of armed suspects, the use of deadly force when necessary and the subduing and arresting of resisting/attacking individuals. Gives warning to offenders in lieu of arrest or citation. Seeks expert or experienced advice where appropriate and researches issues, situations and alternatives before exercising judgment whenever possible.

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with established policies or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation intra-and inter-departmentally. Exchanges necessary information with other officers. Participates in meetings with other officers. Informs other units of major incidents.

Relationships with Others: Shares knowledge with managers, supervisors and co-workers for mutual benefit. Contributes to maintaining high morale among all employees. Develops and maintains cooperative and courteous relationships inter- and intra-departmentally, and with external entities with whom the position interacts. Interacts and works effectively with citizens. Tactfully and effectively handles requests, suggestions and complaints in order to establish and maintain good will. Comforts emotionally upset individuals, talks with people to establish rapport. Advises victims, witnesses and offenders on legal procedures. Engages in the mediation of family disputes when appropriate. Refers people to agencies providing social services. Emphasizes the importance of maintaining a positive image.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of work elements and establishes a personal schedule accordingly. Attends required meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules.

Safety and Housekeeping: Adheres to all established safety standards, including the handcuffing of suspects and prisoners, the conducting of frisk and pat downs, the recovery of weapons from suspects who give up, performing evasive maneuvers to recovery weapons and the operation of vehicles in both emergency and non-emergency situations and conditions. Adheres to established housekeeping standards, including the cleaning and inspection of weapons. Checks condition and status of assigned patrol equipment/vehicle. Ensures that safety and housekeeping standards are not violated.

DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.